

WERC-6A

INSTRUCTIONS

3/96

STATE OF WISCONSIN

WISCONSIN EMPLOYMENT RELATIONS COMMISSION

P.O. Box 7870, Madison, WI 53707-7870

(608) 266-1381

Instructions for Filing A Complaint Alleging Unfair Labor Practices or Prohibited Practices Under Chapter 111, Wis. Stats.

The Rules of the Commission provide that complaints alleging unfair labor practices or prohibited practices may be filed by any party in interest and require that they must be in writing.

The original must be signed and sworn to before any person authorized to administer oaths or take acknowledgments. In addition to the original complaint, **five copies** thereof must be filed with the Commission.

The Rules also require that certain material must be included in each complaint. It is suggested that in the first paragraph of the complaint there be included a statement as to the full name and address of the person or persons making the complaint. The second paragraph of the complaint should contain the full name and address of the person or persons against whom the complaint is made. It will help us process your complaint if you also include the phone numbers of the persons identified in each of those paragraphs and if you number each paragraph of the complaint.

In as many additional paragraphs as are required, the complaint should contain a clear and concise statement of the facts constituting the unfair labor practices or prohibited practices. It must include the time and place of occurrences of the particular acts and the names of the person involved. This means, of course, that it is not sufficient to merely allege that some person or organization is committing an unfair labor practice or prohibited practice in violation of the statute. Rather, the complaint must allege the things the respondent is charged with doing that constitute the unfair labor practice or prohibited practice. In addition, it needs to identify what part of the applicable statute defining unfair or prohibited practices are alleged to have been violated. Private sector unfair labor practices are defined in Sec. 111.06, Wis. Stats.; municipal sector prohibited practices are defined in Sec. 111.70(3)(a), Wis. Stats. and state sector unfair labor practices are defined in Sec. 111.84, Wis. Stats. Each of those provisions contains various parts. Your complaint should state which part or parts of the applicable statute you allege have been violated. The Commission also asks that you state in your complaint what relief or remedy you are seeking.

Your complaint must be accompanied by the appropriate statutory filing fee. If you have any questions concerning the above information you can call (608) 266-1381.